

SECURITY INFORMATION

Approved For Release 2000/04/14 : CIA-RDP78-03568A000300090018-0

~~SECRET~~

~~CONFIDENTIAL~~

1 April 1952

MEMORANDUM FOR: Classification & Wage Administration
Division

FROM: : OTR

SUBJECT : Position U-551 [REDACTED]

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1. Request that consideration be given to upgrading the above position from GS-3 to GS-4.

2. The position is that of Clerk Stenographer to the Security Officer, GS-12. It is felt that the position carries greater responsibility than ordinarily expected at the GS-3 level as the incumbent will be required to handle all clerical and administrative details as well as correspondence for the Security Branch. The incumbent must display a high degree of security consciousness, tact and maturity as he will by virtue of his duties be frequently involved in extremely sensitive situations.

3. Furthermore, the position should be filled by a male employee and it is believed that the position must be upgraded as requested in order to attract a suitably qualified employee.

[REDACTED]
Personnel Officer, OTR

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Chief, Classification Division
Office of Personnel
Deputy Director of Training (G)

3 April 1952

Request for Reclassification of Clerical Support
Positions; Plans and Research Staff, O/TR(G)

1. It is requested that the position GS-5 Secretary in the Plans and Research Staff be reclassified at grade GS-6 with change in job title to Support Clerk, GS-6.
2. The duties to be performed under the proposed new position are included under Tab A attached hereto.
3. It is requested that you advise this office of your findings regarding the extent to which the job description supports the grade requested.


Attachment (1)

LES:maf

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